

UNCLASSIFIED//

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P 151627Z MAY 12

FM DFAS INDIANAPOLIS IN

TO AIG 4579

BT

UNCLAS

SUBJECT: INDIVIDUALLY BILLED ACCOUNT (IBA) CENTERALLY BILLED ACCOUNT (CBA) (TTM 12-08).

REF: A: JOINT FEDERAL TRAVEL REGULATIONS (JFTR) U2505.

REF: B: JOINT TRAVEL REGULATIONS (JTR) C2505.

1. THIS TTM REITERATES THE REQUIREMENTS FOR REIMBURSEMENT OF AIRFARE.

2. A STATEMENT MUST BE ON ALL TRAVEL AUTHORIZATIONS (TDY AND PCS) INDICATING WHETHER THE TRANSPORTATION TICKETS ARE PURCHASED USING A CENTRALLY-BILLED ACCOUNT (CBA) OR AN INDIVIDUALLY-BILLED ACCOUNT (IBA). (REFERENCES A AND B)

3. WHEN THE TRANSPORTATION TICKETS ARE PURCHASED BY THE TRAVELER USING THEIR PERSONAL CREDIT CARD OTHER THEN THE GOVERNMENT TRAVEL CARD THE TRAVEL AUTHORIZATION MUST INDICATE THAT THE TRAVELER DOES NOT HAVE A GOVERNMENT ISSUED TRAVEL CARD AND WILL PERSONALLY PROCURE THEIR TICKET

4. THE STATEMENT MUST STATE CBA OR IBA, IT CANNOT STATE BOTH.

5. IF THE TRAVEL AUTHORIZATION DOES NOT CONTAIN THE ABOVE STATEMENT OR INCORRECTLY STATES THE TYPE OF ACCOUNT TO BE USED, AMENDING THE TRAVEL AUTHORIZATION IS REQUIRED AND APPROVAL AFTER THE FACT ON THE DD FORM 1351-2 IS NOT AUTHORIZED.

6. REIMBURSEMENT OF AIRFARE IS NOT AUTHORIZED UNLESS THE TRAVEL AUTHORIZATION

SPECIFICALLY STATES PURCHASE OF AIRFARE AUTHORIZED USING AN INDIVIDUALLY-BILLED

ACCOUNT (IBA) OR TRAVELER MAY PERSONALLY PROCURE THEIR AIRFARE.

7. POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL FUNCTIONAL AREA, 317-212-5090/5094/3917.

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